

CITIZEN'S ADVISORY COMMITTEE ON TRANSPORTATION

RULES OF PROCEDURE

1. A Chairman and Vice Chairman shall be elected annually by a majority of the appointed members. No person may serve more than two consecutive terms of Chairman.
2. Regular meetings of the Committee shall normally be held on the second Wednesday of each month. Special meetings and public hearings maybe held as necessary.
3. Except in case of emergency, at least three days' notice of any meeting or public hearing shall be given to all members and to the public. Such notice shall include notice of the agenda of the meeting, its date, time, and place.
4. A quorum shall consist of a majority of the appointed members of the Committee.
5. All meetings shall be held in public buildings in the City of Falls Church, or at such other place as is readily accessible to the citizenry of the City and shall be open to any person, except for those sessions or portions thereof which are closed pursuant to the Virginia Freedom of Information statute.
6. Members of the public may speak at any meeting or public hearing of the Committee. Statements by members of the public shall be limited to five minutes until all persons wishing to speak have been heard. Thereafter, speakers may be permitted to extend their remarks at the discretion of the presiding Committee member.
7. A public hearing will be held when:
 - (a) The City Council requests the Committee to do so;
 - (b) The Committee is presented with a petition signed by at least ten citizens in which the City is requested to take some transportation related action; or
 - (c) A majority of the Committee feels that there is sufficient public interest or the Committee's advice to the Council would be strengthened by the inclusion of public opinion.

8. Notification to the public of a public hearing will be by:
 - (a) Notice in FOCUS, if this can be done in a timely manner;
 - (b) posting of notice at City Hall, the Library, the Community Center, and other public bulletin boards;
 - (c) distribution of leaflets to neighborhoods affected by the topic of a hearing (if applicable);
 - (d) mailing of notice to selected organizations which have a particular interest in the matter at issue; and
 - (e) any other appropriate form of notice.
9. Summary minutes shall be kept of all meetings at which a quorum is present and shall be filed with the City Clerk upon approval by the Committee.
10. An annual report highlighting the Committee's activities over the previous year shall be submitted to the City Council.
11. Committee members will serve until replaced or reappointed by the City Council.